

INVITATION TO BID

BASEBALL AND SOFTBALL UNIFORMS

ITB# 2023-3

February 16, 2023



**CITY OF WALHALLA
WALHALLA, SC**

PROJECT DESCRIPTION

The City of Walhalla, herein referred to as, the City or COW, is requesting bids for baseball and softball uniforms. The specific description and components are listed under the General Requirements section.

PROJECT LOCATION

The product shall be delivered to Walhalla Rec Dept, 207 N Church St, Walhalla, SC 29691

GENERAL REQUIREMENTS

The intent of these requirements is not to give all technical specifications, but instead to give general requirements such that the prospective contractor will be able make a proposal to the City. It is expected the successful contractor shall professionally perform a quality job in accordance with the City's direction/standards. The contractor shall furnish all labor and transportation necessary to the perform the work specified in this request. Any additional work required to complete the following tasks and not specified below is considered incidental and no additional payment will be made. Descriptions of the contractor responsibilities and duties are further described in this document.

ACCEPTANCE AND PAYMENT

- Upon acceptance of the contractor's proposal, by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the contractor can began performing services. Once a month, services will be evaluated in accordance to the terms and conditions of the contract. Upon satisfactory completion of work, the contractor shall invoice the City. All invoices must display purchase order number when submitting for payment. Payment will be made via a city issued check.
- The city administrator or other city designee will be designated from the City at the time of Award to administer the contract and approve pay requests. Changes to the terms of the contract will require approval from the city clerk and city council. All questions shall be directed to the city administrator or its designee. The vendor shall designate a person to act as a contact for the project.

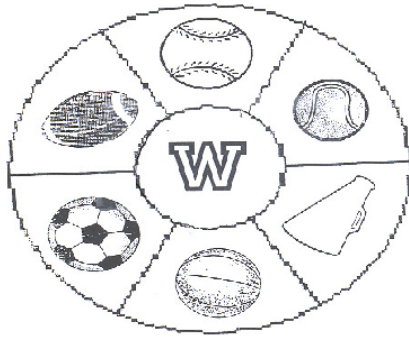
ADDITIONAL REQUIREMENTS

- The selected Contractor shall possess the appropriate license and registration required for this Project; have appropriate safety and emergency procedures; and key personnel may be required to pass background check.

- All work performed shall follow appropriate OSHA standards, Federal, State, County, and local ordinances/regulations. The selected Contractor shall obtain all required licenses, permits, and/or certifications.
- All work performed and completed in accordance with a valid Agreement /Contract will be subject to the acceptance of the City of Walhalla (COW) by its authorized representative.
- The Contractor shall deliver to COW, *upon award of a Contract/Agreement*, a certificate of insurance, and may be required to name the City (*Owner*) as an additional insured party in amounts requested by the Owner and all insurance policies shall be maintained for the life of the contract. The City may require it be named as “ADDITIONAL INSURED” for its interest on all policies of insurance except Worker’s Compensation, Automobile Liability, and Professional Errors and Omissions, as regards ongoing operations, products and completed operations, and this shall be noted on the face of the Certificate of Insurance. As part of the certificate of insurance requirement the Contractor shall also include acknowledgement and acceptance of the waiver of subrogation provision granted to the City. This acknowledgement and acceptance should be included in the same section of the Certificate of Insurance that evidences the “Additional Insured” provision. The Contractor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained.
- The selected Responder shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the Owner by the Contractor, his agents, representatives, employees, or subcontractors. Proof of coverage as prescribed herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period.

PROPONENT DECLARATION

- By submittal of a bid the Responder declares to be fully informed and satisfied that the Scope- of-Work is a bases used to obtain submitted price quote; therefore, it is understood that actual quantities may be subject to adjustment by either increase or decrease, as deemed necessary, per conditions encountered during project construction and agreed by both the Contractor and COW (*its representative*). And should the quantities of work items be decreased or increased; the actual work quantity shall be completed at the unit prices stated therein.
- COW shall be ‘held harmless’ for the Responder’s lack of understanding of what is required by this solicitation. Should a Responder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Responder to seek guidance from the COW’s designated Representative.
- The drawings, specifications and addenda are complementary of each other, what is called for by one shall be as binding as if called for by all. If a conflict arises between the drawings, specifications, and/or addenda, the problem shall be referred to COW for resolution. In most cases the specifications shall prevail.



Walhalla Recreation Department
P.O. Box 1099 *Walhalla *SC *29691
Office: 638-4346 *Fax: 638-4357

The Walhalla Recreation Department is now accepting sealed bids on the following baseball/softball uniforms for the 2023 season:

Baseball Uniforms

Package 1 to include:

- Major/Minor League Baseball Replica 2 Button Jersey shirt with 6" number and 2" sponsor name on back
- Major/Minor League Baseball Team logo on front
- 50/50
- Major/Minor League Baseball Replica Hat; adjustable one-size fits all.
- Youth and adult sizes

Package 2 to include:

- 2 Button Jersey shirt with 6" number and 2" sponsor name on back
- Team name and logo on front of shirt
- 50/50
- Minor League Baseball Replica Hat, adjustable one size fits all
- Youth and Adult sizes

Softball Uniforms

Package 1 to include:

- Racerback V-neck Jersey with sponsor & number on back
- Team name and logo on front
- Youth and Adult Sizes
- Visors – Adjustable; variety of color

Package 2 to include:

- Major/Minor League Baseball Ladies fit Sleeveless Replica Jersey with 6" number and 2" sponsor name on back
- Straight hemmed bottom
- Major/Minor League Baseball Replica Visors; adjustable; one-size fits all
- Youth and adult sizes

The uniform order will be placed no later than March 8th. We will need the uniforms delivered to us no later than April 5th. If this is not possible, please do not bid on those items.

- All bids are due to the Recreation Department no later than **March 5th by 12:00pm**. Any bids received after this date will not be considered.
- **Bids must include sales tax and shipping.**
- **Bids must be received in a sealed envelope with “BID” written on the outside. Please send signature requested**
- **Bid price must include shipping and taxes per uniform.**

The Walhalla Recreation Department reserves the right to reject all bids.

- **Please mail or deliver bid sheet to:**

Mailing:

Walhalla Recreation Department
Attn: John Galbreath
P.O. Box 1099
Walhalla, SC 29691

Office Location / shipping address:

Walhalla Recreation Department
207 North College St.
Walhalla, SC 29691

Thank you,

John Galbreath – Recreation Director
Dennis Pearson – Athletic Director

CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the bid package.

By submitting a bid, the Responder certifies, to the best of his/her knowledge and belief, that:

- I. Responder and/or any of its Principals
 - (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.
 - (B) Have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of quotes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.
- II. Responder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
 - (A) The word "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).
 - (B) Responder will provide immediate written notice to the Owner if, at any time prior to contract award, Responder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - (C) If the Responder is unable to certify the representations stated in paragraphs (I), Responder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Responder's responsibility. Failure of the Responder to furnish additional information as requested by the Owner may render the bid as non-responsive.
 - (D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Responder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Responder knowingly or in bad faith rendered an erroneous certification, the Owner may terminate, for default, any Contract resulting from this solicitation, and in addition to other remedies available to the City of Walhalla.
 - (F) By signing, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same project, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the responder.

Authorized Signature

Date

BID SUBMISSION FORM

**CITY OF WALHALLA
ITB 2023-3
SUPPLY SERVICES
BASEBALL AND SOFTBALL UNIFORMS
BIDDER'S QUESTIONNAIRE**

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

My Bid Acceptance Period is _____ Days. *(Quotes providing less than thirty (30) calendar days for acceptance may be considered non-responsive and may be rejected.)*

Are you acting as a broker or the primary supplier in this transaction?

- Primary Supplier
- Broker

Business Information *(Please check all that apply):*

- My business is Individual
- My business is a Partnership
- My business is a Non-Profit
- My business is a Joint-Venture
- My business is a corporation under the laws of the State of _____
- My business is full-time
- My business is part-time

Completed by: _____ Title: _____

Signature: _____ Date: _____, 2023

BID SUBMISSION FORM

CITY OF WALHALLA

ITB 2023-3

SUPPLY SERVICES

BASEBALL AND SOFTBALL UNIFORMS

TOTAL BID AMOUNT

By submission of this bid, the respondent certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid, with any other bidder or with any competitor.

The bid listed below must include all applicable cost relevant to the supply and delivery of a baseball scoreboard; and comply with the specifications or include detail specifications for optional recommendation.

Base Unit (Price must include all materials, tools, appurtenances, specifications, and warranty)

TOTAL BID _____ **Dollars** (\$ _____)

Bid Amount is shown both in words and figures; if any discrepancy, the amount shown in words shall govern. The above bid amount includes all labor, materials, and equipment, as required; cleaning, removal, overhead, profit, fees, insurance, etc., to cover the several kinds called for.

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

DATE OF QUOTE

CONTACT PHONE NUMBER

CONTACT EMAIL

City of Walhalla reserves the right to reject any or all bids and to waive any irregularities as deemed necessary and in its best interest.